

Profile Overview

The Profile contains information unique to each CalATERS user, such as e-mail address, collective bargaining designation and unit, mailing address, residence address and default approver (person designated as your first level approver for Travel Advances and Expense Reimbursements).

These instructions will assist the Help Desk in understanding the Profile as it relates to forms processing, the different methods for accessing the Profile, and how to add a Preparer or Submitter.

NOTE: Throughout these instructions there are references to other sets of instructions (e.g., [Update Your Profile](#)). To access these instructions, go to the CalATERS web site, click [Travel Advance & Expense Reimbursement](#), then select a role (e.g., [Employee](#), [Preparer](#), [Submitter](#), [Approver](#), [Accounting](#) or [Help Desk](#)). Then select specific instructions.

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I. Profile Overview

The Profile contains information unique to each CalATERS user, such as e-mail address, collective bargaining description, mailing address, residence address and default approver (person designated as the first level approver for Travel Advances and Expense Reimbursements).

From the Profile screens, the employee can select a Preparer or Submitter (see section **IV. Add or Remove a Preparer or Submitter**) or change their password (see web site instructions for [Change Your Password](#)).

Profile Load File

Each CalATERS user must be added to the department's Profile Load File. This is typically a file maintained in spreadsheet or database software. The file is modified and sent to the State Controller's Office on an ongoing basis. If a user does not have a record in the Profile Load File, they will not be able to perform New User Registration.

How the Profile is Used by CalATERS

A "snap shot" of the Profile is taken at the time the employee creates an Expense Reimbursement or Travel Advance form. This "snap shot" of the Profile is used by the system to audit the form. Subsequent changes to the Profile will only be reflected on new forms created, not on existing draft forms or forms that have already been submitted.

Many fields in the Profile affect forms processing. It is very important for the employee to always verify that their Profile is accurate prior to creating a form, because subsequent Profile changes will not be reflected on the form once the form is created.

When Profile Updates are Necessary

- Appointed to a new classification (may affect collective bargaining description and rules application)
- Appointed to a supervisory versus rank & file (affects collective bargaining description and rules application)
- Changes first level approvers
- Changes mailing address
- Changes name
- Changes e-mail address
- Changes long-term assignment appointment or dates

II. Accessing the Profile

All CalATERS users can access their own Profile from their own Work Queue. However, the ability to view and/or update another employee's Profile varies by role and by privileges, which are assigned to individuals within a role.

Employees (anyone requesting a claim for themselves)

Can view and update their Profile information before creating a form. From the Work Queue

click on  Profile. Specific instructions are located in [Update Your Profile](#) accessed from the CalATERS web site.

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II. **Accessing the Profile** (continued)

View Only Profile

Once a form is created, Employees, Preparers and Submitters can view (not update) the Profile that is attached to the forms they create for themselves or other employee's. The Profile attached to the form can be viewed by opening the form and clicking **Edit**, then **Profile**. Approvers and Accounting staff can view (not update) the Profile that is attached to the forms they review using this same method. For instructions, refer to View User's Profile accessed from the CalATERS web site.

To update their own Profile, Preparers, Submitters, Approvers and Accounting staff should use the Update Your Profile instructions located under the employee role on the CalATERS web site.

Help Desk Staff

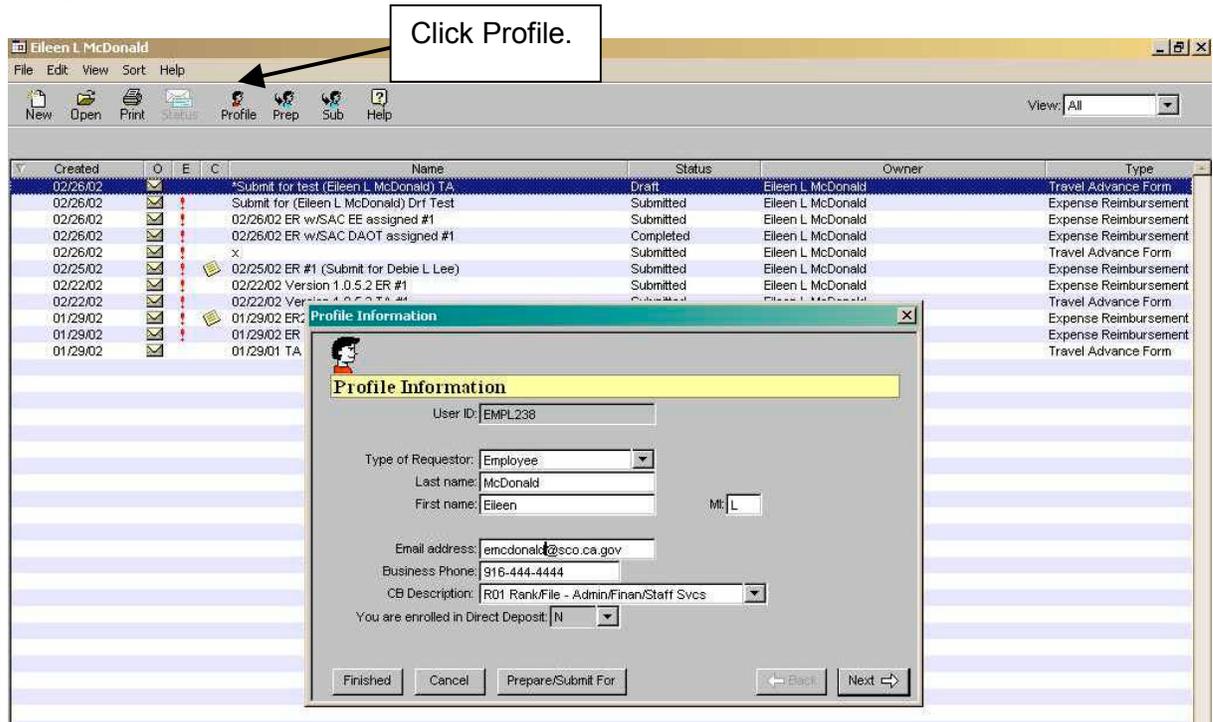
Help Desk staff, who are authorized to use the **Logon As** privilege, have the capability of signing in to another user's Work Queue, and can then access the user's Profile. This capability is used to view and/or update Profile information. (The "update" capability can be used to update e-mail addresses when user's perform new user registration with an incorrect e-mail address which precludes them from retrieving their CalATERS password.)

For more information on the **Logon As** and other privileges, see instructions CalATERS Work Flow and Forms Processing for Help Desk. For Logon As procedures see Sign In and Access Problems. Both are accessed from the CalATERS web site.

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III. Profile Screens and Fields That Impact Forms Processing

From the employee's Work Queue, click the  Profile button to open the employee's current Profile.



Many Profile fields impact forms processing, including:

- Last Name
- Type of Requestor
- Email Address
- CB Description
- You are enrolled in Direct Deposit
- Mailing Address
- Dept Name
- Approver
- Account Coding fields
- Long Term Assignment fields

This section explains how these fields affect forms processing and shows the corresponding Profile screen where the field is located.

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III. Profile Screens and Fields That Impact Forms Processing (continued)

The **Profile Information** screen displays.

The screenshot shows a window titled "Profile Information" with a close button in the top right corner. Below the title bar is a yellow header with the text "Profile Information" and a small cartoon character icon on the left. The main area contains several input fields and dropdown menus:

- User ID:
- Type of Requestor: (dropdown menu)
- Last name:
- First name:
- MI:
- Email address:
- Business Phone:
- CB Description: (dropdown menu)
- You are enrolled in Direct Deposit: (dropdown menu)

At the bottom of the window are five buttons: "Finished", "Cancel", "Prepare/Submit For", "Back" (with a left arrow), and "Next" (with a right arrow).

Fields that impact forms processing:

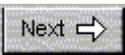
Type of Requestor – If “**Employee**” is selected, taxable expenses are interfaced with the Non-Uniform State Payroll System (USPS). If “**Non-Employee**” is selected, taxable expenses appear on a CalATERS report for tax reporting purposes.

Last Name –Name fields on the Profile should match the employee name from the State Controller’s Office Personnel/Payroll System, Employee Action Request (EAR). Mismatched names may cause problems to transactions created on CalATERS for updating the Non-Uniform State Payroll System (USPS).

Email address – If an employee performs New User Registration and has an incorrect e-mail address in their Profile, they will not receive the e-mail note which contains their CalATERS password. To assist with this problem, see Logon As instructions in [Sign In and Access Problems](#) accessed from the CalATERS web site.

CB Description - This selection determines if an employee's forms are processed using represented (e.g., RO1, R06) or non-represented (e.g., E97, S01) travel rules.

You are enrolled in Direct Deposit - Yes or No. If No, Expense Reimbursement check will be mailed to the Mailing Address indicated in the Profile. If Yes, Expense Reimbursement funds will be directly deposited into the employee's bank account. **Note:** A direct deposit statement will not be printed or provided to employee.

Click the  button to go to the next screen in the Profile.

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III. Profile Screens and Fields That Impact Forms Processing (continued)

The **Mailing Address** screen displays.

The screenshot shows a window titled "Profile Information" with a close button (X) in the top right corner. Inside the window, there is a small icon of a person's head and shoulders. Below the icon, the text "Mailing Address:" is highlighted in a yellow box. The form contains the following fields: "Street:" with the value "500 Main Street", "City:" with the value "Roseville", "State:" with the value "CA", and "Zipcode:" with the value "95661-". Below these fields is a question "Is your residence address same as mailing address?" with a dropdown menu showing "No". Below this, the text "Residence Address:" is highlighted in a yellow box. The form contains the following fields: "My residence address is on file with the Accounting Office" with a dropdown menu showing "No", "Street:" with the value "100 West Avenue", "City:" with the value "Roseville", "State:" with the value "CA", and "Zipcode:" with the value "95661-". At the bottom of the window, there are five buttons: "Finished", "Cancel", "Prepare/Submit For", "Back" (with a left arrow), and "Next" (with a right arrow).

Field(s) that impact forms processing:

Mailing Address - For Expense Reimbursements, this address is used to receive checks if the employee is not on direct deposit. For Travel Advances, the employee has an option on the Travel Advance form to indicate "pick-up" versus mail or to specify another address to mail the check. **Note:** *Employees on long-term assignment have additional address fields to complete on the **Long-Term Assignment (LTA)** screen (see page 10). Addresses entered on the **Long-Term Assignment (LTA)** screen are not used for mailing checks. The **Mailing Address** fields must be updated with the LTA address in order to have checks mailed to that address.*

The **Mailing Address** (may be the same as the Residence Address) or the **Residence Address** are used by the Accounting Office to verify expenses, such as Personal Auto Mileage, that are claimed on Expense Reimbursement forms and eligibility for travel claims.

Click the  button to go to the next screen in the Profile.

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III. Profile Screens and Fields That Impact Forms Processing (continued)

The **Organization** screen displays.

The screenshot shows a software window titled "Profile Information" with a close button in the top right corner. Inside the window, there is a section titled "Organization" with a small icon of a person. Below this title are several input fields: "Dept Name" (containing "SCO/Sacramento"), "Division Name", "Bureau Name", "Unit Code", "Approver" (containing "Debie L Lee"), "Street" (containing "300 Capitol Mall"), "City" (containing "Sacramento"), "State" (containing "CA"), and "ZipCode" (containing "95814-"). To the right of the "Approver" field is a button labeled "Change Default Approver". At the bottom of the window, there are five buttons: "Finished", "Cancel", "Prepare/Submit For", "Back" (with a left arrow), and "Next" (with a right arrow).

Fields that impact forms processing:

Dept Name - Field displays the department and determines the employee's high-level account code used as the default for processing their Expense Reimbursements.

Approver - This person will be the first level approver (default approver) for the employee's Expense Reimbursement and Travel Advance requests. If the displayed approver is blank or incorrect, the employee may click on **Change Default Approver** to assign a new or different approver. Refer to Update Your Profile instructions accessed from the CalATERS web site.

Approver Table

Each CalATERS Approver must be added to the department's Approver Table. This is typically a file maintained in spreadsheet or database software. The file is modified and sent to the State Controller's Office to add, modify existing, or delete records on an ongoing basis. If an Approver does not have a record in the Approver Load File, or they have not completed New User Registration, they cannot be selected as a default approver.

Click the **Next** button to go to the next screen in the Profile.

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III. Profile Screens and Fields That Impact Forms Processing (continued)

The **Account Coding Information** screen displays.

Profile Information

Account Coding Information

Fund Number: 0001 Sub-Fund Number: Fed Catalog: Year of Statute field

Organization Number: A,A,A,A Year of Statute: 2001 Element: High Level Coding

Reference Number: 001 Chapter: Component: Detailed Coding (E.g., Fiscal year, Index, PCA, etc.)

Program/Category: 01/ Task: Prime Account: 0000

Detailed Coding: 2001 1234 12345 Sub Account Code: Source:

Buttons: Finished, Cancel, Prepare/Submit For, Back, Next

Fields that impact forms processing:

Any field on this screen can potentially impact forms processing. These fields determine the default-funding source used for Expense Reimbursements.

Employees cannot change or update information on this screen. The fields on this screen are automatically assigned when the employee's Profile is loaded to CalATERS, or when a file load (scheduled by the department's System Administrator) modifies the Profile.

Account coding fields may change on a fiscal year basis. Each department will have some **High Level** coding. **Detailed coding** is optional. At a minimum, the **Year of Statute** field will change each fiscal year. In the above example, the Year of Statute is 2001, which represents the 2000/2001 fiscal year.

Forms processing issues may occur for prior year claims once employee's Profiles have been updated with a new **Year of Statute**. At that point, the Accounting Office will be required to select Specialized Account Coding on Expense Reimbursements for prior year claims.

Click the  button to go to the next screen in the Profile.

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III. Profile Screens and Fields That Impact Forms Processing (continued)

The Long Term Assignment (LTA) Information screen displays.

The screenshot shows a window titled "Profile Information" with a close button (X) in the top right corner. Inside the window, there is a small icon of a person's head and shoulders. Below the icon, the section "Long Term Assignment (LTA) Information" is highlighted in yellow. It contains a dropdown menu for "Are you on a long term assignment?" set to "Yes", and two date pickers for "Start date:" (01/01/01) and "End date:" (11/30/01). Below this, there are two address sections, each highlighted in yellow: "LTA Residence address:" and "Permanent address:". The "LTA Residence address:" section has fields for Street (500 West Avenue), City (San Diego), State (CA), and ZipCode (90101-). The "Permanent address:" section has fields for Street (300 Main Street), City (Sacramento), State (CA), and ZipCode (95814). At the bottom of the window, there are five buttons: "Finished", "Cancel", "Prepare/Submit For", "Back" (with a left arrow), and "Next" (with a right arrow).

Field(s) that impact forms processing:

A long-term assignment is considered to be a pre-approved business trip of more than 30 consecutive days.

Are you on a long term assignment - If No, the employee cannot use the LTA trip type on Expense Reimbursements. The system will require the employee to update their Profile before requesting the LTA trip type. If a draft Expense Reimbursement form was created before the LTA fields on the Profile were updated, the form cannot be used for the LTA trip. The employee will need to create a new form after the Profile has been updated with accurate LTA information for the claim being submitted.

If Yes, the employee can claim LTA trip type on Expense Reimbursements within the dates specified in the **Start date** and **End date** fields.

Click the  button to go to the next screen in the Profile.

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III. Profile Screens and Fields That Impact Forms Processing (continued)

The **Miscellaneous Profile** screen displays.

The screenshot shows a window titled "Profile Information" with a close button (X) in the top right corner. Inside the window, there is a small icon of a person's head and shoulders. Below the icon, the text "Miscellaneous Profile:" is displayed in a yellow highlighted box. Underneath, there are three input fields: "PPSD Agency Code:" with the value "466", "Reporting Unit:" with the value "428", and "State Code:" with the value "ca". At the bottom of the window, there are five buttons: "Finished", "Cancel", "Prepare/Submit For", "Back" (with a left arrow), and "Next" (with a right arrow).

The fields on this screen are used for tax reporting and are automatically assigned when the employee's Profile is loaded to CalATERS. Employees cannot change/update these fields.

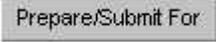
Click the  button or the  to save changes and exit the Profile.

Click the  button to exit the Profile without saving changes.

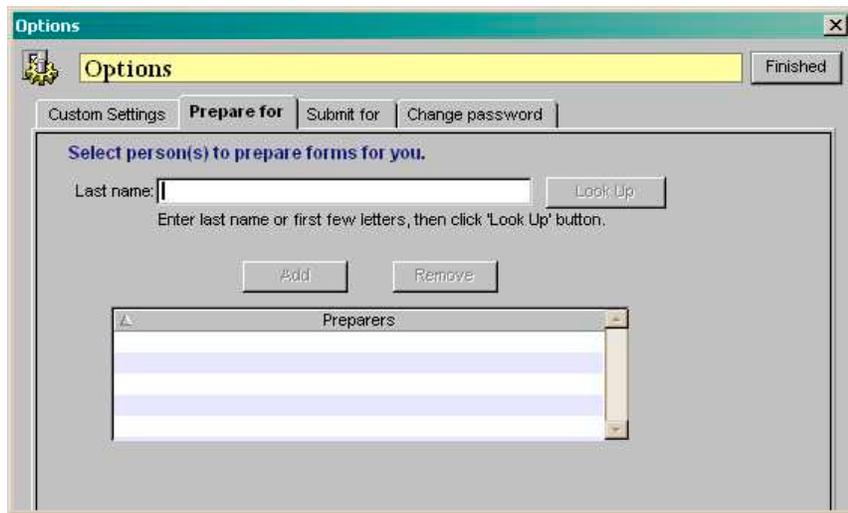
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IV. Add or Remove a Preparer or Submitter

There are two locations on the Work Queue that can be used to add or remove a **Preparer** (a person who will prepare Expense Reimbursement and Travel Advance forms for another person to submit) or **Submitter** (a person who will prepare and submit Expense Reimbursement and Travel Advance forms for another person).

- 1) From the  **Profile** button, click  (procedures for adding or removing a Preparer or Submitter can be found in [Update your Profile](#) or [Assign a Preparer](#), [Assign a Submitter](#) instructions accessed from the CalATERS web site, or
- 2) From the Menu Bar, by selecting **Edit**, then **Options** (procedures can be found in [Work Queue](#) instructions accessed from the CalATERS web site).

Using either method, you will get the **Options** screen which allows the Employee to add or remove a Preparer or Submitter.



The screenshot shows a web application window titled "Options". At the top, there is a yellow header bar with the word "Options" and a "Finished" button. Below this is a navigation bar with three tabs: "Custom Settings", "Prepare for" (which is selected), and "Submit for". The main content area is titled "Select person(s) to prepare forms for you." and contains a "Last name:" input field with a "Look Up" button to its right. Below the input field is a small instruction: "Enter last name or first few letters, then click 'Look Up' button." There are "Add" and "Remove" buttons below the instruction. At the bottom of the main area is a list box titled "Preparers" which currently contains three empty rows.